



**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
U. S. Census Bureau
New York Regional Census Center**

Local Census Office Manager (LCOM)

OPENING DATE: May 11, 2009

CLOSING DATE: June 12, 2009

Recruiting Bulletin No. NY-LCOM-09-25

Number of Vacancies: SEVERAL

EXCEPTED SERVICE APPOINTMENT:

Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.

AREA OF CONSIDERATION AND PAY RATE: All Current Census Employees of the Early Local Census Office. Residing within the geographic area of the ELCO, applicants may apply to Any Local Census Office serving the county in where they currently reside. (see chart on “How to Apply” on the website for a listing of location and pay rates).

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

DUTIES: Local Census Office Manager (LCOM): The position manages staff and resources to carry out office and/or field procedures; to direct and control all operational functions, resources, personnel and to implement a team-based environment to lead a temporary staff of office and field employees through multiple levels on accomplishing production goals and quality standards of enumerating all of the residences in the 2010 Census area of operation. The position must build strong local support for the Census by establishing effective relationships with local community-based and volunteer organizations and/or governments, and marketing the Census message to local media outlets (may include interviewing with these outlets). The position will also include developing and making presentations, adapting the presentation to the specific audience and speaking extemporaneously to a variety of audiences. This position will analyze office production operations and seek to eliminate bottlenecks and impediments to efficiency. Incumbent must analyze analytical and anecdotal information to develop systems for an efficient office operation supporting field activities.

QUALIFICATIONS: To qualify for the Local Census Office Manager position, all applicants **MUST:**

- 1) Pass a written management test; and
- 2) Have at least the minimum experience in each of the three areas contained in the **Evaluation Criteria Statement**. Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the **Local Census Office Manager**. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria Statements, (see Attachment ‘A’), select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

HOW TO APPLY: See “How to Apply for LCO Management Positions” on the website for detailed information on the application process.

Attachment A

Applicant Name _____ (Print) County/Duty Station _____

Applicants must complete the form below addressing each of the following and submit with Application.EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER

COLUMN A

Applicants **are required** to answer each of the three questions below in Column A by circling the best response **and** supporting that response in Column B.

COLUMN B

Applicants are also required to complete the following.

1. Indicate the job from your attached resume or other application form that verifies the answer you selected.
OR
2. Write in the space below your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment.

1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards. (Circle the appropriate letter.)

- a. As my primary responsibility, I have experience with **both** of the following: managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); managing employees who worked in multiple geographic locations; **and**, ensuring that work product is conducted in accordance with government or corporate policy and regulations.
- b. As my primary responsibility in a former position, I have experience with **both** of the following: a) managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) **and**, ensuring that work product is conducted in accordance with government or corporate policy and regulations.
- c. I have experience with **both** of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); **and** ensuring that work product is conducted in accordance with government or corporate policy and regulations.
- d. My experience is less than what is described above.

Response must support answer circled in Column A.

Attachment A

Applicant Name _____ (Print) County/Duty Station _____

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COLUMN A	COLUMN B
<p>2. Please select the answer that best describes your experience effectively communicating organizational goals.</p> <p>a. I have experience representing my organization by preparing and giving speeches and presentations to the media, businesses, community, governmental, nongovernmental, and professional organizations to gain support, partnership, and/or participation in organizational programs. Specifically, I have established relationships with diverse cultural, community, religious, or other nongovernmental organizations to gain support or participation in organizational programs. This experience resulted in tangible results/benefits for my organization.</p> <p>b. I have experience representing my organization by preparing and giving speeches and presentations to organizations outside of my place of employment to gain support or participation in organizational programs. However, my experience has not included developing working relationships with diverse cultural, community, religious, or other nongovernmental organizations. My experience included preparing and giving speeches and/or presentations to outside organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited to preparing and giving speeches and presentations to internal customers within my organization, including senior management. This experience resulted in tangible results/benefits for my organization.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>
<p>3. Please select the answer that best describes your experience with the administrative functions of an office.</p> <p>a. I have managed the administrative functions of an office of at least 50 employees. I have done <u>all</u> of the following: recruitment, selection, hiring, training, <u>and</u> disciplining subordinate staff.</p> <p>b. I have managed most of the administrative functions for an office of at least 30 employees. This included management experience in three or more of the following: recruitment, selection, hiring, training, <u>and/or</u> disciplining subordinate staff.</p> <p>c. I have managed some administrative functions of an office of at least 10 employees, however I was only responsible for at least two of the following: recruitment, selection, hiring, training, <u>and/or</u> disciplining subordinate staff.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>